

**Job Title: Licensed Practical Nurse Senior**

**County: Cowley**

**Agency Name: Ks Commission on Veterans' Affairs Office**

**Posting Type: External**

**Position Closing Date: Open until Filled**

**As a LPN Sr., you will:**

- Administer medications and treatments, completing required documentation.
- Complete required document in resident and medical chart, report to RN supervisor as needed.
- Assess needs of residents, monitor response and document.
- Answer call lights and provide assistance.
- Monitor performance of a small group of CNA
- Serve as charge nurse of a specific unit during shift
- Check residents to assure their safety, cleanliness, and comfort.

**Key Requirements:**

- Licensed as a Licensed Practical Nurse (LPN) in the state of Kansas
- You must be a U.S. Citizen or National to apply for this position
- You must submit your complete application and all supporting documents by the closing date of the announcement (See "How to Apply" Section)
- Must successfully pass background check as required by K.S.A. 39-970.

All employees (post employment offer) at the Kansas Veterans' Home are subject to the following regulation:

K.A.R. 1-9-19(a) Drug screening test for certain employees requires (a) Any employee holding one of the following positions may be required to submit to a drug screening test in accordance with K.S.A. 75-4362, and amendments thereto, based upon reasonable suspicion of illegal drug use by that employee: (5) any employee of a state veteran's home operated by the Kansas Commission on Veteran Affairs Office, as described in K.S.A. 76-1901 et. seq., and K.S.A. 76-1951 et seq., and amendments thereto.

### **Minimum Requirements:**

Licensed as a Licensed Practical Nurse (LPN) in the state of Kansas and six months experience in practical nursing.

### **Performance Standards:**

To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probation period. Ability to attend work regularly as scheduled.

**Skills and Abilities:** Ability to: 1) report to work as scheduled and remain on duty, 2) understand and follow verbal and written instructions; read and comprehend written materials to include rules, regulations and procedures, 3) establish and maintain effective working relationships, 4) communicate effectively both verbally and in writing, and 5) maintain appropriate professional boundaries with residents.

### **HOW TO APPLY:**

**The application process has 3 STEPS.**

**STEP 1:** Register by completing the online [Personal Data Form](https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data) (use this link - <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data> )

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the State of Kansas [Application Form](https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply) (use this link - <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply> ) and submit to the **Veterans' Commission**.

**STEP 3:** Email these additional required documents to [kcvajobs@gmail.com](mailto:kcvajobs@gmail.com). Include the job requisition number and your last name in the subject line.

- **Copy of Practical Nurse License**
- **Kansas Tax Clearance Certificate**

**Step 4:** Optional – KVH employees may go to the Human Resources Office for assistance with application and on-line tax clearance.

**KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:** Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

### **Recruiter Contact:**

Name: Trish Clinton

Phone: (620)221-9479 ext. 222

Email: [kcvajobs@gmail.com](mailto:kcvajobs@gmail.com) Fax: (620)221-9053

**How You Will Be Evaluated:** Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation. Your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred selection criteria and competencies for the position.

**What To Expect Next:** After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

**Veterans Preference' Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the competency factors of the position, including any preferred selection criteria established in accordance with K.A.R. 1-6-3. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. See [jobs.ks.gov](http://jobs.ks.gov) for additional Veterans' Preference Information.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans' Affairs Office is an Equal Opportunity Employer